

THE TREASURER

Some clubs may have a financial team like the District where the Financial Secretary takes care primarily of receiving and depositing money, the Director of Finance approves spending and the Treasurer records all the activity and pays bills. Since as the treasurer you will be keeping the books for your organization, you must track both the income and expenses. Work on a ledger, be it on an accounting program, on Excel on your computer, or on a written ledger; but keep clear and accurate records. Present a monthly treasurer's report to your members that includes balances at the beginning and end of the period covered; receipts and disbursements. Balance your books, reconcile your accounts and remember that you will have to have your books reviewed at the end of the club year.

In addition, you may be the person in charge of making sure the following tax forms are filed. You have 4 months and 15 days from your fiscal year end to file returns. If you are having someone else (such as a Professional) do the tax filing, gather all the information needed and contact them. You will need the last year's "end of the year report" and the bank statements; the beginning and ending balance and a copy of the previous year's tax reports. Have these and any other documents ready for the person who is filing the forms.

1. **Form 990ez, Schedule A** for the IRS
2. **Form 199** for the CA Franchise Tax Board
3. **RRF- 1 Annual Registration Renewal Fee Report** for the CA Registry of Charitable Trusts - Renewal of your 501(c)(3) non-profit status. Must be submitted every year along with a **\$25.00 fee**.
4. **NEW since February 2020 CT-TR-1 - ANNUAL TREASURER'S REPORT** - To the Attorney General of California

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SI-100 - Secretary of State Statement of Information - must be submitted along with a **\$20.00 fee**. It is due every odd numbered year. *You can file as early as six months prior to the original registration date of your corporation.*

CT-NRP-1 Application for Registration - Nonprofit Raffle Program.

- A check in the amount of **\$20** made payable to department of justice must accompany this registration form.
- The registration period is September 1 to August 31. After August 31, a new registration is required.

CT-NRP-2 - Nonprofit Raffle Report.

- A report must be completed for each year in which a raffle was conducted (September 1 through August 31)
- The Reports are due on or before October 1.

Re-sale tax - California imposes a sales tax even on non-profits organizations. Details will be covered by the Director of Finance.

**Don't be "negatively surprised" by the IRS or the Franchise Tax Board.
Do your best to follow their guidelines!**

*If you have questions, I will do my best to answer them or will seek the answer for you.
Maria Sterk, O.D. Treasurer measterk@gmail.com*